

APPENDIX B — SAMPLE LETTERS OF CONCURRENCE, CONCURRENCE WITH RESERVATIONS OR NONCONCURRENCE

• SAMPLE 1 — Statewide Community Planning Group: Letter of Concurrence

Mr./Ms. _____
Grants Management Officer
Procurement and Grants Office
Centers for Disease Control and Prevention
290 Brandywine Road
Room 300, Mailstop E-15
Atlanta, GA 30341

Dear Mr./Ms. _____:

The _____ HIV community planning group confirmed by consensus at its meeting August 8-9, 2003, its concurrence with the state of _____'s application to CDC for HIV prevention funds under program announcement 04012. The planning group has reviewed the state's proposed 2004 objectives, activities, and budget and finds them to be responsive to the priorities identified by the planning group and expressed in the _____ HIV prevention plan, 2003-2005.

The planning group met _____ (frequency) during 2003 and through a series of full-group and subcommittee meetings planned the content of meetings, defined needs established in the existing plan, and developed a schedule to review the state's HIV prevention application. Members were asked to review materials (the HIV prevention plan 2003-2005 and the state's 2004 AIDS/STD program plan objectives) and be prepared to discuss them at the September meeting. Thirteen of the 16 planning group members reviewed progress on the state's 2003 objectives, the planning group priorities, the HIV prevention plan 2003-2005, and the state's draft 2004 program plan and objectives. At the August planning group meeting, members gave AIDS/STD program staff considerable feedback on content for the 2004 CDC application. Based on a review of the draft program plan, the planning group easily reached consensus on its concurrence that the priorities and strategies proposed for the state's application reflected the priorities expressed in the planning group's plan.

The two community co-chairs, along with the health department co-chair, have been designated as signatories to the letter of concurrence.

Sincerely,

SAMPLE 2 — Statewide Community Planning Group, with Regional Community Planning Groups: Letter of Concurrence

Date _____

Mr./Ms. _____

Grants Management Officer

Procurement and Grants Office

Centers for Disease Control and Prevention

290 Brandywine Road

Room 300, Mailstop E-15

Atlanta, GA 30341

Dear Mr./Ms. _____:

On behalf of the statewide HIV/STD community planning group (CPG), we are confirming our concurrence with the 2004 _____ prevention plan and grant application. We believe that these documents address the prevention needs of priority populations and are being supported through the funding commitments of the health department. We feel strongly that the 2005 Plan and grant application reflect the planning efforts of the statewide HIV/STD community planning group and that a thorough review process was used to ensure concurrence. Our process included:

- The statewide resources development committee reviewed the proposed budget for 2005 at the June 2004 statewide meeting. All members of the statewide CPG received time to provide input (until early June). No one voiced opposition to the committee.
- A presentation of all regional plans to the statewide CPG ensured that the statewide CPG was aware of regional priorities. A review team composed of the statewide community co-chair, regional representatives, at-large members, and gallery participants read the plan and the regional plans to ensure that the state plan was based on the regional plans.
- A second-review team composed of the statewide community co-chair, a new set of regional representatives, at-large members, and gallery participants, read the application and reviewed regional plans to ensure that the application met CDC guidelines.
- At the September meeting of the Statewide CPG, the Resource Development Committee presented the budget, reporting that the budget adequately reflected the priorities presented in the comprehensive plan. The plan review team followed the same process. The statewide CPG voted to accept the plan. The grant application review team followed the same process, and the CPG voted to accept the application.

We look forward to implementing the plan to reduce the spread of HIV in _____.

Sincerely,

State Health Department Co-Chair State Community Co-Chair

Region X Co-Chairs, Region X Co-Chairs

Region X Co-Chairs, Region X Co-Chairs

SAMPLE 3 — Statewide Community Planning Group: Letter of Concurrence with Reservations

Date
Grant Management Officer
Grants Management Branch
Procurement and Grants Office
Centers for Disease Control and Prevention
290 Brandywine Road
Room 300, Mailstop E-15
Atlanta, GA 30341

Re: LETTER OF CONCURRENCE WITH RESERVATIONS

Dear Mr./Ms. _____:

We concur with our health department's application with one major exception. We are concurring with concerns to the health department's application for funding. As a CPG, we feel that the health department has consistently failed to implement effective programs for Men who Have Sex with Men (MSM). We recognize that this is a difficult population to reach, however, this is the jurisdiction's number one target population (as documented in both the epidemiologic profile and our priority setting process). The CPG has stated both the need and the types of interventions that are most needed (see the Comprehensive HIV Prevention Plan, Target Populations: MSM).

Despite our reservations about the application, we feel proud of how the _____ community planning group came together with the health department and accomplished so much with such a diverse group of individuals. The _____ community planning process is truly community driven. This was reflected in the review of the health department's application. The health department distributed copies of the application to all members and each member had ten days to review the application and to respond with comments. The community co-chairs collated comments and then participated in a conference call to make the decision to concur with concerns with the health department application.

We remain united in the struggle for healthy communities!

The _____ Community Planning Group

SAMPLE 4 — Statewide Community Planning Group: Letter of Nonconcurrency

Date

Grants Management Officer
Procurement and Grants Office
Centers for Disease Control and Prevention
290 Brandywine Road
Room 300, Mailstop E-15
Atlanta, GA 30341

Re: LETTER OF NONCONCURRENCE

Dear Mr./Ms. _____:

After careful consideration of the health department's application, we have decided not to concur with that application. The application does not reflect our priorities for target populations or interventions directed to those populations. Instead, the health department application proposes funding for programs directed at the general public and a broadly targeted HIV counseling and testing program. We do not make this decision lightly.

Our group spent many hours reviewing epidemiologic data and the results of our needs assessment to form our population priorities. We also consulted with behavioral scientists and conducted an extensive literature review to support our intervention priorities. The health department application appears not to have recognized our efforts or recommendations.

We also want to register our dismay at the health department's lack of cooperation with the review process. Initially the CPG was informed that we would have 24 hours to review the application and that budget tables would not be included in the draft copy sent for review. We were able to negotiate three days for the review, still an inadequate amount of time.

We would greatly appreciate your help in resolving this matter.

Sincerely,
Community Co-chair